

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
March 19, 2012  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:51 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 3/5/12](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.  
Motion carried on voice vote

D. COMMUNICATIONS

1. [Update version of 2012 Insurance Summary](#)

CA/HRD Captain explained the changes to the insurance summary.

E. ACTION ITEMS

1. [Appeal of Denial of Operator's License – Dolan Oelschlaeger](#)

Dolan Oelschlaeger was not present.

PC Styka explained the guidelines followed when denying the Operator's License application of Mr. Oelschlaeger

CA/HRD Captain explained she recommended denial as Mr. Oelschlaeger had multiple convictions substantially related to the license for which he applied for and which demonstrates his disregard for following the law.

Moved by Ald. Krueger, seconded by Ald. Sevenich to uphold the denial of an operator's license to Dolan Oelschlaeger.

Motion carried on roll call 8-0.

2. [Option to Purchase former NMFR Station 36, 901 Airport Road](#)

FP One LLC is interested in purchasing the parcel at 901 Airport Road for possible future development. The Option to Purchase would be good for one year from the date the City certifies that the building has been demolished, the parcel cleared of any debris, and the City presents them with an environmental audit report.

Topics discussed included the appraised value of the property, cost to raze the building, clear property and prepare environmental report. Committee asked for more information.

### 3. [Selection of Assessment Firm for City Assessment Services](#)

C/T Stoffel explained six Request for Proposals were sent out and three were returned. Proposals were received from Grota Appraisals, Accurate Appraisal and Associated Appraisal. The City currently has an agreement with Associated Appraisal until April 30, 2012. He explained some of the duties of the Assessor. Accurate Appraisal and Associated Appraisal are both within the amount budgeted for assessment services. The City and Associated Appraisal have a good working relationship, so staff is recommending the selection of Associated Appraisal for the term May 1, 2012 to April 30, 2018.

Moved by Ald. Zelinski, seconded by Ald. Englebert to recommend to Common Council the selection of Associated Appraisal for City Assessment Services, May 1, 2012 through April 30, 2018.

Motion carried on roll call 8-0.

### F. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 9:09 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk